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**From:** Elenio, Paul <Paul.Elenio@dca.nj.gov>  
**Sent:** Thursday, December 13, 2018 11:16 AM  
**To:** [REDACTED]  
**Cc:** jdeiorio@rosellepark.net; acasais@rosellepark.net  
**Subject:** Audit  
**Attachments:** LEA Copies requested for monitoring.doc

Joe,

I would like to schedule an audit of your bureau sometime in the middle of January. Attached is a list of items I will need to review for the audit. If you could get the documents to me prior to the audit, it will help expedite the process. I anticipate that I will need 2 days to conduct the audit. Please provide me with dates that you may be available to conduct the audit. Any questions feel free to contact me.

Regards,  
Paul

Paul F. Elenio  
Fire Code Assistance Representative  
Local Assistance Unit  
New Jersey Division of Fire Safety  
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Trenton NJ 08625  
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## **List of documents requested for local enforcing agency monitoring**

- Copy of Fire Official's current certification with the DCA/Division of Fire Safety;
- Copy of Inspector's current certification with the DCA/Division of Fire Safety;
- Copy of Ordinances establishing the fire prevention bureau;
- Copies of all standardized forms:
  1. Registration;
  2. Verification Update;
  3. Inspection Report;
  4. Notice of Violations and Order to Correct;
  5. Fire Code Violations;
  6. Order to Pay Penalty and Abate Violations;
  7. Request for Time Extension;
  8. Order to Pay Penalty/Recurring Violations;
  9. Notice of Imminent Hazard and Orders to Take Corrective Action;
  10. Punitive Closing Order;
  11. Certificate of Fire Code Status;
  12. Variance Request;
  13. Inspection Certificate;
  14. Application for Permit;
  15. Fire Safety Permit;
  16. Occupant Load Sign
- Copies of the following logs:
  1. Permit fee log;
  2. Non-life hazard use fee and/or inspection log;
  3. Life Hazard Use fee log;
  4. Smoke detector/carbon monoxide & extinguisher fee log;
  5. Penalty collection fee log: 2.12 & 2.12A;
- Copies of budget:
  1. Municipal Budget for Fire Prevention Bureau (previous calendar year worksheet, should coincide with annual report submitted to Division) including all disbursements, penalty disbursements,
- Copy of Ordinance for Non-Life Hazard Use inspections and fee schedule;
- Copy of Ordinance authorizing the issuance of parking tickets (if applicable);
- Copy of summons book (if applicable);
- Copy of Resolution appointing FO;
- Copy of annual report from the previous year (the one sent to the Division of Fire Safety every year);
- Copy of Ordinance covering fire prevention salaries.